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ALBERTA HANSARD

ANNUAL REPORT
1982

87-02324/

LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF
Alberta Hansard

Room 412
Legislature Building
Edmonton, Alberta
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March 15, 1983

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY:

I have the honour to submit the annual report of Alberta Hansard for the calendar year ended December 31, 1982.

Respectfully submitted,

R. Bubba.

Robert Bubba,
Editor, Alberta Hansard

Alberta Hansard

A N N U A L R E P O R T

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Prepared for the Honourable Gerard Amerongen
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

March 15, 1983

Alberta Hansard
Room 412 Legislature Building
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PUBLICATION OF ALBERTA HANSARD

During 1981, under the authority of Mr. Speaker and in accordance with Standing Orders 97 and 98, 40 issues of Alberta Hansard were published, one issue reporting the proceedings of the last sitting of the Third Session of the 19th Legislature and the remaining 39 the sittings of the Fourth Session. Total page volume was down considerably from the previous year, 942 pages compared to 2,355, because there were no fall sittings in 1982 and the House sat longer than usual in 1981.

BLUES

Distribution of unofficial Hansard blues continued to be a responsibility of the Hansard office during 1982. Some changes in the number of copies distributed were approved by Mr. Speaker.

BOUND VOLUMES

Bound volumes for the Third Session were distributed to MLAs, Officers of the Assembly, the Legislature Library, and certain subscribers. Each set of bound volumes for the Third Session consisted of four books, the first covering the sittings from April 2 to May 15, the second those from May 19 to June 2 and October 15 to November 10, the third those from November 12 to December 15, 1981, and March 1, 1982, and the fourth containing the Hansard Index.

Because of increased subscriber demand, the number of sets of bound volumes for the Fourth Session, which were distributed early in 1983, was increased by 10 to 135. It is anticipated that this number will henceforth be adjusted at the beginning of each session to accommodate subscriber requirements.

CIRCULATION AND SUBSCRIPTIONS

The basic press run for Alberta Hansard during 1982 was 1,465 copies of each issue, roughly divided as follows: 550 copies for distribution in the Legislature Building and over the counter sales, 775 copies for subscriptions, and 140 copies for binding. As in the past, adjustments were made to these numbers from time to time to accommodate changes in the number of subscribers. The Hansard office continued to maintain the subscription mailing list from data provided by the Office of the Clerk, and to produce mailing covers for subscription copies.

ARCHIVES

Sixty-nine master tape recordings covering the fall sittings (October 14 through December 15, 1981) and the Prorogation of the Third Session (March 1, 1982) were deposited with the Provincial Archives on March 10, 1982, and were assigned accession number 82.72.

Fifty-four master tape recordings of the sittings of the Fourth Session were deposited with the Provincial Archives on June 7, 1982, and were assigned accession number 82.155.

COMMITTEE REPORTING

Plans to produce official rather than unofficial transcripts of committee meetings by applying to the transcripts the same editorial standards and processes as those used in preparing the text of Alberta Hansard (see 1981 Annual Report, page 6), were put into effect in 1982. It is hoped that this change will result in a more reliable and useful record for members' reference.

Bound transcripts of meetings of the standing committees on the Alberta Heritage Savings Trust Fund Act, Members' Services, and Public Accounts, held throughout the Fourth Session, were filed with the Legislature Library and with the Clerk of Committees. For ease of reference, a detailed table of contents was included in each bound volume.

The following table summarizes committee transcription work completed by Alberta Hansard in 1982.

1982 COMMITTEE TRANSCRIPTS

Name of Committee	No. of Meetings	Duration (Hours)
Standing Committee on the Alberta Heritage Savings Trust Fund Act	10	22
Special Select Standing Committee on Members' Services	5	7.25
Standing Committee on Public Accounts	4	4.25
Standing Committee on Private Bills	3	3.7
Association of Clerks at the Table (annual meeting)	1	12
Other	2	4
TOTAL	25	53.2
Comparable 1981	50	71

HANSARD INDEX

Indexing of Alberta Hansard remained unchanged during 1982. Regular cumulations of the daily index were provided approximately twice weekly, during session, to the Legislature Library for the use of Members and others. A complete index was provided at the end of the session.

Production of the annual bound index for the Third Session was completed following its prorogation on March 1, 1982. The annual bound index for the Fourth Session, which ended May 4, 1982, was produced and distributed in late 1982.

Planning for the photocomposition of the annual index continued during 1982, with completion of the project estimated for early 1983.

Reference services of the Hansard Librarian remained available to those seeking information concerning the index.

Other services provided by the Hansard Librarian during 1982 included indexing of the Journals for the Third Session, and preparation of a new index to the revised Standing Orders of the Legislative Assembly of Alberta, at the request of Parliamentary Counsel. Cumulative tables of bills continued to be published with most Monday issues of Alberta Hansard. A final cumulative table of bills appeared in the final Hansard issue of the session (May 4, 1982) and in the final Hansard Index volume for the session.

STAFF

The structure and personnel of the Hansard core staff underwent some changes in 1982. Of greatest note was the departure of Mrs. Elizabeth A. Bishop as Editor on September 30, after almost nine years in that position. Mrs. Bishop was one of the early members of the Hansard staff when publication began in the spring of 1972, and was appointed Editor early in 1973. During her tenure, Alberta Hansard developed and matured in a manner that is a credit to her knowledge, her tireless efforts, and her devotion. Those who served with her join in wishing her well in her new pursuits.

The position of Editor was filled on November 10, after open competition, by Robert Bubba, formerly Associate Editor.

Other staffing changes that occurred during 1982 included the change in status of the Assistant Production Supervisor position to full-time permanent from part-time permanent, and the appointment to that position of Mrs. A. El Zanaty, effective January 25, 1982; the appointment of Susan Peet to the position of Staff Editor, effective May 21, and the change in status of that position to full-time permanent from part-time permanent, effective May 31; and the reclassification of the Senior Editor position from Public Affairs Officer II to Information Officer II, effective June 1.

Regarding temporary staff, efforts were made to institute the use of contracts to retain sessional editors. This proved unworkable from an administrative viewpoint, and so the wage system previously used was reinstituted.

PROFESSIONAL DEVELOPMENT

Hansard core staff participated in various professional development programs throughout the year, to improve or diversify their skills and therefore their effectiveness in carrying out their responsibilities.

Deirdre Grist, Hansard Librarian, attended a workshop on subject classification, sponsored by the Records Management Branch of Alberta Government Services on February 24 and 25. On May 11, Robert Bubba, Associate Editor, attended a seminar on budgeting and financial control in the Alberta Public Service, sponsored by the Organization Development Division of Alberta Personnel Administration (APA). On June 2 to 4, Elizabeth Bishop, Editor, attended a management skills program on the decision-making process, also sponsored by the Organization Development Division (APA). On September 15, Vivian Loosemore, Production Supervisor, attended a seminar on teleprocessing concepts, presented by the Information Services Division of Alberta Government Services. Donna Bennett, Senior Editor, attended a course designed to assist women entering a management role, held October 26 to 29 and sponsored by the Organization Development Division (APA).

PRODUCTION

Although no significant changes in production procedures occurred during 1982, the Hansard branch, with the assistance of AGS technical support and purchasing branches, prepared and issued to the text-processing vendor community a request for proposal for a text-processing system to replace the mainframe-based system presently used for Hansard production. The reasons for seeking a replacement were manifold, and included the ever-increasing cost of remaining on the mainframe system, long-standing difficulties encountered on the present system in the area of training part-time staff economically and effectively, and the increasing demands on mainframe facilities, which made it very difficult for AGS Computer Processing Group to assure continuation of previous service levels.

The acquisition of an in-house system offered solutions to these problems, and proposals from the vendor community were accordingly solicited via the RFP process. Twelve vendors submitted proposals, and from these a shortlist of three proposals was prepared. Each of the three shortlisted systems was then exhaustively tested by Hansard and technical support branch personnel, and a successful vendor identified. As of December 1982, negotiation of a lease agreement was under way, with a tentative installation date of August 1, 1983.

Also during 1982, research was begun, with the assistance of AGT Special Products Division, on identifying record/playback equipment to replace the open reel devices currently in use, and which are due for replacement in the next 18 months to two years.

HANSARD ASSOCIATION OF CANADA

Mrs. Elizabeth A. Bishop, Editor, and Deirdre Grist, Hansard Librarian, attended the annual conference of the Hansard Association of Canada, held in Regina, Saskatchewan, August 11 to 13.

BRANCH BUDGET

The following financial statement summarizes branch expenditures between January 1 and December 31, 1982.

Major expenditure areas in 1982 continued to be manpower, printing and binding services, and data processing services. Salaries for permanent staff were up about $13,650, and remuneration for temporary staff, a combination of payments under wages, payments to contract employees, and professional, technical and labour services, was up about $15,700. With respect to temporary staff, it is interesting to note that of a total expenditure of approximately $103,100, fully $16,700 or 16.2 per cent was spent on training. This was due to high staff turnover because of the part-time nature of the work.

Of the $231,570 amount expended on professional, technical and labour services in 1982, $153,800 was spent on printing and binding services, of which $95,700 applied to the Third Session and $58,100 to the Fourth. The reason such a large amount applies to the Third Session is that while only one sitting day of the Third Session occurred in 1982, billings for 12 sittings in December 1981 were carried into 1982 along with the total cost of printing the Third Session Index and of binding Hansard for the Third Session. The unusually high printing costs incurred during the Third Session, because of the number of sittings, necessitated a transfer of $35,000 into the Hansard budget to cover costs in that area from January 1 to March 31, 1982.

The $17,000 increase in data processing services reflects increased rates for using the mainframe resources of the Terrace Computing Centre as well as the resource based billing system, which passes on to the user the real cost of using those services.

The installation of in-house text-processing facilities in 1983 should result in savings in at least two of the foregoing areas: the efficiency of part-time staff should be enhanced by the more user-friendly system, and the cost of leasing the new equipment and software will be significantly lower than current comparable costs.

FINANCIAL STATEMENT

(January 1 - December 31, 1982)

	01/01/82 31/03/82	01/04/82 31/12/82	Total 1982	Comparable 1981
MANPOWER				
Salaries	39,331.58	144,374.64	183,706.22	170,048.43
Wages	18,883.01	7,942.39	26,825.40	87,367.13
Payments to Contract Employees	--	5,251.51	5,251.51	--
Employer Contrib.	4,431.77	11,555.43	15,987.20	15,250.06
Allow. & Suppl. Benefits	140.00	295.00	435.00	680.00
	62,786.36	169,418.97	232,205.33 (a)	273,345.62
SUPPLIES AND SERVICES				
Travel Expenses	1,154.55	1,240.05	2,394.60	2,224.98
Advertising	--	--	--	661.26
Freight & Postage	6,357.44	7,384.52	13,741.96	12,205.72
Rental of Assets	665.80	992.79	1,658.59	1,638.70
Telephone and Communications	32.77	78.00	110.77	65.06
Repair & Maintenance	--	82.50	82.50	82.50
Prof., Tech. and Labour Services	127,665.43	103,912.44	231,577.87	189,160.19
Data Processing Services	45,694.95	64,316.26	110,011.21	92,763.98
Hospitality	49.35	--	49.35	59.05
Materials & Supplies	1,437.66	2,838.32	4,275.98	4,144.85
	183,057.95	180,844.88	363,902.83 (b)	303,006.29
TOTAL EXPENDITURE	245,844.31	350,263.85	596,108.16 (a+b)	576,351.91

ACKNOWLEDGEMENTS

The Editor of Alberta Hansard wishes to acknowledge with thanks the support of Mr. Speaker and the Officers of the Assembly, and the assistance of the Director of Administration, especially during the time of his adjustment to his new responsibilities.

The staff of Alberta Hansard extends sincere thanks to all those members of the Legislative Assembly staff for the help and co-operation they provide so cheerfully and dependably throughout the year and specifically during the very busy sessional period, when the demands on their services are so great.

Finally, the Hansard branch expresses grateful appreciation to the Members of the Legislative Assembly and their staffs for their co-operation in ensuring the accuracy of the Hansard text.